

**Burrillville Extended Care (BEC)**

**Board of Directors**

**Minutes**

**March 2, 2009**

**Called to Order and Attendance/Review Agenda:**

**Meeting called to order-by Dr. David Van Dyke at 6:40 p.m.**

**Members Present-Dr. David VanDyke, David Brunetti, Juliette Lopez-Recinos and Newt Stevens.**

**Members Absent- N/A**

**Members Excused- Christine Hammond**

**Others Present: Parks & Recreation Director Cheri Hall, and BEC Program Directors Kelly Cournoyer and Lisa Nault.**

**Minutes of the December 1, 2008 regular meetings to be accepted:**

**Motion to accept by Juliette Lopez-Recinos. Second by Newton Stevens. Motion carried 4-0.**

**Welcome:**

**The Board of Directors welcomed the new Town Council Liaison Kevin**

**Heitke, Esq.**

**Correspondence:**

**None**

## **Good and Welfare:**

**The Director announced that plans for an application for use of stimulus funds from the After School Alliance have begun. Program Director Lisa Nault reported applying the funds to expand the current after school programming and to the community including hip-hop, art, basketball, tutoring, and theatre classes utilizing current Parks and Recreation program instructors. The instructors would provide information on the costs for each program. These instructor program costs would fall under a two year contract and would be paid from the stimulus funds to allow for children to attend at no cost.**

**Program Director Kelly Cournoyer reported that there is two billion dollars in the federal stimulus package set aside for afterschool programs. Through communication with the Director of the Rhode Island Afterschool Alliance, there is millions targeted for Rhode Island after school programming. One program class for the children of Burrillville Extended Care and a separate program class will be open to the public to allow separation to maintain the safety of the children enrolled in the B.E.C. program. The B.E.C. children will be enrolled in the second session program class from 4:15 to 5:15 to allow for after school daycare homework and snack. The public class will be immediately after school from 3:15 to 4:15 and picked up immediately by the parent or guardian. The stimulus program is a two-year program including three eight week sessions per school year. The B.E.C. Board was very supportive of the ideas for the afterschool stimulus funds. Information regarding the stimulus package was reviewed at the League of Cities and Towns Conference**

**where the Directors attended the Afterschool Alliance Workshop.**

**A motion to support the application process for the Rhode Island Afterschool Alliance stimulus funds with any future planning to be shared with the Board of Directors was made by Newton Stevens. David Brunetti questioned if any B.E.C. funding approval was necessary. Director Cheri Hall explained there are no fees or B.E.C. funding involved. Newton Stevens withdrew the motion as stated.**

**A motion to support the application process for the Rhode Island Afterschool Alliance stimulus funds was made by David Brunetti. Seconded by Juliette Lopez-Recinos. Motion passed 4-0.**

**Director Cheri Hall stated the information regarding the Rhode Island Afterschool Alliance stimulus funds was shared at Town Hall staff meeting with the Town Manager giving his approval to go forward with the afterschool stimulus program plans.**

## **Old Business:**

### **1. Program Updates-Employee Tardiness-**

**The employee tardiness was addressed according to the plans announced at the last meeting where an employee's pay would be**

docked for any tardiness in 15 minute intervals. Consequently, tardiness has decreased with some employees even showing up early.

## **2. Financials–**

The Director reported changes to the Operating Budget request regarding the Auditing line item. An amendment will be forwarded to the Budget Board to increase from \$2,500 currently to be increased to \$3,600 to the Audit Line Item to allow for the audit of both the Munis system and the Quickbooks system. Newton Stevens questioned if these are duplicate reporting systems. The Director stated the duplication is for necessary updated budget information regarding revenues versus expenses. This information is double check between B.E.C. and the Town records and Quickbooks is also necessary for tracking the checking account. The increase for last year was due to the integration of the Munis and Quickbooks. The Director will clarify if the increase was a one-time fee for the integration and what the ongoing audit pricing will be. The Director will submit a request for the increase.

## **3. 2009/2010 Budget/C.I.P.-**

To assist with the \$770,000 current fiscal year shortfall, the Director was asked by the Town Manager to come before the B.E.C. Board to request the possible funding of the league outstanding allotments from B.E.C. funds. David Brunetti questioned if their other deserving programs or if other solutions been sought. Juliette Lopez-Recinos

voiced her approval of assisting the Parks and Recreation Department with league budget funding since B.E.C. is a division of Parks and Recreation. B.E.C. has assisted in the past with funding of various school and town wide projects including playgrounds etc. This funding would

A motion to support funding the Parks and Recreation outstanding league budgets for fiscal year ending June 30, 2009 if necessary was made by Juliette Lopez-Recinos. Motion failed.

Newton Stevens voiced concern regarding the town coming to B.E.C. for future funding on an ongoing basis. The Director stated B.E.C. funding could come from this year's budget versus B.E.C.'s investment account and would benefit a larger spectrum of the community versus a specific section of the community. Juliette Lopez-Recinos stated this budget request is tentative and not a definite necessity at this time. The Director reported that if B.E.C. does not support the funding request, the funding would have to come from the Parks and Recreation Department's line-item budget. If alternate funding cannot be found, the shortfall would have to be supplemented by possible layoffs, pay cuts, etc. Kevin Heitke stated the supplemental budget submitted by the Governor for this fiscal year could cut the town's funding by \$787,000. It would be unfair to not fund two out of six league budgets. Dr. David VanDyke stated the Board represents B.E.C. and not the Burrillville Parks and Recreation Department's budget and it should be determined how the B.E.C.

**program would benefit from this budget expenditure decision.**

**Since there is so much uncertainty, the Director suggested the item be tabled and she will speak further with the Town Manager.**

**A motion to table this item until the next meeting was made by Dr. VanDyke. It was noted there was not enough time,**

**A motion for \$18,000 to support the shortfall for the league budgets this one time if needed was made by Juliette Lopez-Recinos. No second was made so motion was rejected. A special meeting will be called if necessary.**

**The Director announced the Parks & Recreation Department receiving the Rhode Island Recreation and Parks Association Department of the Year Award with an invitation extended to the Board of Directors to attend the luncheon to be held at Crystal Lake.**

#### **4. Voice Mail System-**

**Operating and has greatly increased the efficiency in operations at the office site.**

#### **5. Trust Grant-**

**The Director received a grant from the Rhode Island Inter-local Trust for a scholarship to attend the National Legislative Forum in**

**Washington, DC on March 17, 2009. Legislation regarding insurance limit amounts for injuries in parks and C.D.B.G. funds will be discussed. The Director will attend the award ceremony for Senator Jack Reed to receive an award from the National Parks and Recreation Association.**

#### **6. Emergency/Evacuation Procedures-**

**Program Directors Kelly Cournoyer and Lisa Nault are in the process of making revisions to the Burrillville Extended Care Emergency/Evacuation Procedures and manuals. New employee packets and summer camp packets were shared with the board.**

#### **An addition to the Old Business Program Updates-**

**Program Director Kelly Cournoyer reported that a suggestion to restructure the fees for a full day program. It was recommended to charge to a flat rate for extended hours over 9 hours versus charging in ½ hour increments during the summer program. Currently the fee is \$28 per full 9-hour day plus a \$2 per ½ hour over the 9 hours. Instead it was recommended to charge a flat \$30 per day. This would assist with having to run a 2nd billing cycle for the extended day fees since the regular daily \$28 per day billed upfront. Program Director Lisa Nault stated this would assist with averting high outstanding balances since the parents know their required amounts upfront.**

**The Director will check with Office Manager Shannon Murphy with possible billing solutions. The Director reported outstanding**

**balances are in a much better status than previously. A recommendation to possibly increase the extended day \$2 per ½ hour fee to \$5 per ½ hour fee was made. The Program Directors stated this would not assist with the billing confusion. It was also suggested that prior approval for an electronic automatic payment could be taken for any extended day fees.**

**A motion to increase the extended day fee from \$2 per ½ hour to \$5 per ½ was made by David Brunetti. Seconded by Newton Stevens. Juliette Lopez-Recinos would like to review the new policy in the parent handbook at the next meeting. Motion carried 4-0.**

## **New Business:**

### **1. Holiday Schedule-**

**The Program Directors reported that enrollment is very low with an average of 11 children on the Veteran's Day and Martin Luther King Day holidays. The Director reported that the parents who sign up are still required to pay for the day which does cover the staffing expense. The problem currently is that the staff is then instructed to leave without pay due to the low number of children.**

**The Board of Directors stated the staff should stay and get paid since the parents who signed up are already paying to support the staff expense and the staff can then give more attention to the children who are in attendance.**



## **2. Easter Egg Hunt-**

**The annual Easter Egg Hunt is scheduled for April 4, 2009.**

## **3. Family Fair-**

**The annual Family Fair flyers were shared with the BEC Board announcing the date of Saturday, May 9, 2009. The Director reviewed some cost savings cutbacks made due to the town spending freeze. The second annual Community Spirit Award will be given including a plaque being given. Ocean State Power will donate the teddy bear prizes for the teddy bear parade. The BEC Program Directors will assist A.T. Levy Principal Laurie Sullivan with the teddy bear parade.**

**Newton Stevens questioned why if a new employee hire does not have medical coverage, why the new hire is expected to absorb the required medical testing costs. Newton Stevens recommended that if after B.C.I. testing and any other requirements are met and it has been determined that an applicant is to be hired, the program should pay for the required medical testing costs if the applicant does not have medical coverage. There has only been one prior circumstance where medical coverage was not in effect but a bill has not been submitted to B.E.C. to date for payment. The Director stated she will check on this medical payment status.**

**Juliette Lopez-Recinos questioned if employees are being paid for only their hours worked if they are sent home early. The program**

**directors stated the employee is paid for ½ their scheduled shift if the employee is sent home early before their scheduled shift ends due to lack of attendance.**

**Meeting adjourned: Motion to adjourn at 8:50 p.m. by Juliette Lopez-Recinos.**

**Seconded by Dr. David VanDyke. Motion carried 4-0.**

**Next Meeting: Monday, June 1, 2009, 6:30 p.m., Burrillville Parks  
&  
Recreation Offices; 92 North Main Street, Pascoag,  
R.I.**

**Recorded by  
Carol L. Conway  
Administrative Aide  
Burrillville Parks & Recreation Department**